

U.S. ARMY ENGINEER DISTRICT, BUFFALO
Finance & Accounting Office
1776 Niagara Street
Buffalo, NY 14207

STANDARD OPERATING PROCEDURES
No. 37-6-1

12 April 1999
Revised ~~12 August 1998~~

DAILY RECON REPORTS

1. Purpose: To provide guidance for responsible F&A employee to generate, review, and analyze the CEFMS Daily Recon reports. This SOP also replaces District Policy Letter No. 17, Reimbursable Order Program, and states PPM duties when notified of a funding shortage as the result of the F&A daily recons.

2. References:

a. CEFMS User Manual, Section 22, Reports

* b. CELRB-DE memo dated 13 March 1998, subject: Policy Letter No. 17, Reimbursable Order Program

3. Responsibilities:

a. Finance and Accounting:

1) The following reports are generated daily in CEFMS and are to be reviewed on screen daily. If any discrepancies, abnormalities, out-of-balance, or other conditions exist that need action, print the report.

<u>Report File Name</u>	<u>Report Title</u>
* glincrec	G/L to Income Reconciliation
* glxprec	G/L to Net Cost Recon
glpost	G/L Posting Status Report
gltrbal	G/L Balancing
reconfnd	Funding Account Recon Report
glcstrec	Recon Reports CFY Costs vs G/L
moblirec	Miscellaneous Obligation Recon
gltrnrec	Recon Reports - G/L vs Subsidiary
glsubrec	Funding G/L to Subsidiary Records
glrecon	Recon Reports - all accounts

CEFMS screen navigation:

3 Financial Management
5 Financial Management
19 Reports
Print/List/Delete Generated Reports

F2 to query the desired report by file name.

2) Give general ledger recons that are out of balance to the appropriate revolving fund or civil works accountant for review and action. If responsible employee and back up are not expected to be at work for more than one day, give the report to the FAO for reassignment. If the same abnormal condition exists for more than five workdays, give a copy of the report to the FAO. If the abnormal condition appears for the first time within three workdays of month-end, give a copy of the report to the FAO. Give a copy of the final month-end status to the FAO.

3) If reconfnfnd reflects an "Exceeded Amount", then print the CEFMS Pre-Closing Report for Overdrawn Funding Accounts. This report provides the funded work items and responsible employees for the overdrawn accounts. Inform the responsible employees immediately by email. Screen navigation for this report is: 3 Financial Management

10 Year End Closing
Select Pre-Closing Menu

Generate all pre-closing reports, exit and go to 19 Reports, as in above navigation. From the Print/List/Delete Generated Reports screen, F2 and query for file name balfund and select it for print.

b. The Responsible Employee identified for Overdrawn Funding Accounts must take steps to correct any negative funded accounts and must inform the Resource Management Officer in writing as to the circumstances of any negative funded projects at month-end and what steps are being taken to correct the situation.

c. The Resource Management Officer will make a determination as to whether a violation has occurred to the statutes.

M. Christine Mooney
M. CHRISTINE MOONEY
Finance and Accounting Officer